

GST Annual Return Filing (GSTR-9):

A Complete Guide

What is GSTR-9?

GSTR-9 is the annual GST return that consolidates details from monthly or quarterly GST returns (GSTR-1 and GSTR-3B) filed during the financial year. It serves as a self-audit report, helping businesses reconcile their tax payments and ITC claims.

Who Needs to File GSTR-9?

- ☐ All regular GST-registered businesses (except those under the composition scheme).
- ☐ Taxpayers with an annual turnover of ₹2 crore or more (mandatory filing).
- ☐ Businesses that filed GSTR-1 and GSTR-3B throughout the financial year.

Who is Exempt from Filing GSTR-9?

- ☐ Composition Scheme Taxpayers (They file GSTR-9A instead).
- ☐ Casual Taxable Persons.
- ☐ Input Service Distributors (ISD).
- ☐ Non-Resident Taxable Persons.
- ☐ Businesses with a turnover below ₹2 crore (optional filing).

Due Date for GSTR-9 Filing

- ☐ GSTR-9 must be filed by December 31 of the following financial year.

For example:

- **FY 2022-23 → Due by December 31, 2023.**
- **FY 2023-24 → Due by December 31, 2024.**

- ☐ **Note:** The government may extend the deadline in some cases.

Details Required in GSTR-9

Businesses must report:

- ☐ GSTIN & Legal Name –
- ☐ Sales (Outward Supplies) –

- Purchases (Inward Supplies) –
- Tax Paid –
- Late Fees & Penalties – If applicable.

Step-by-Step Process to File GSTR-9

Step 1: Log in to the GST Portal

Step 2: Navigate to GSTR-9

Step 3: Review Auto-Populated Data

Step 4: Enter Additional Details (If Required)

Step 5: Pay Any Outstanding Tax Liability

Step 6: Preview & Submit GSTR-9

Step 7: Download Acknowledgment

After submission, download the acknowledgment for records.

Penalty for Late Filing of GSTR-9

- Late Fee: Rs. 200 per day (Rs. 100 CGST + Rs. 100 SGST), capped at 0.25% of turnover.
- Interest: 18% per annum on outstanding tax liability.

Conclusion

Filing GSTR-9 accurately and on time is crucial for businesses to maintain GST compliance and avoid penalties. Since GSTR-9 serves as an annual tax reconciliation statement, businesses should review their GST records carefully before submission.

Need Help with GSTR-9 Filing?

Our team of **experienced accountants and GST experts** can assist you in filing **error-free GST returns** before the deadline! **Contact us today!** □